

Message Text

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E.O. 11652: N/A

TAGS: SREF

SUBJECT: DRAFT REVISION OF CASE CONTROL POLICY

REF: STATE 216698

FOR: SENIOR CIVIL COORDINATORS

PLEASE REVIEW THE FOLLOWING DRAFT POLICY FOR CASELOAD TRANSFERS AND TELEPHONE YOUR COMMENTS TO IATF HEADQUARTERS BY C.O.B. TUESDAY (MITCHELL IF TAFT UNAVAILABLE). WE PLAN TO INFORM VOLAGS ON WEDNESDAY UNLESS YOU HAVE SERIOUS RESERVATIONS.

1. IATF PLANS TO CLOSE ALL RESETTLEMENT CENTERS BY DECEMBER 15, 1975. TO MEET THIS DEADLINE OUR OVERALL PROCESSING RATE MUST BE IMPROVED OVER WHAT IT HAS BEEN RECENTLY. TO IMPROVE THAT RATE IT HAS BEEN NECESSARY TO CHANGE OUR POLICY WITH RESPECT TO THE ASSIGNMENT OF CASES TO VOLUNTARY AGENCIES, SINCE SOME AGENCIES HAVE A MUCH GREATER CASELOAD THAN THE NUMBER OF AVAILABLE
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SPONSORS WHILE OTHER AGENCIES HAVE SPONSORS BUT FEW OR NO

CASES TO WORK. ALL AGENCIES SHOULD VIEW THE TOTAL CASE-LOAD AS THEIR JOINT RESPONSIBILITY AND SEEK TO OVERCOME THE TENDENCY TO BECOME POSSESSIVE ABOUT CASES PREVIOUSLY

ASSIGNED TO THEM.

2. TO RECTIFY THE PREVAILING DISPARITY, ALL SENIOR CIVIL COORDINATORS ARE HEREBY INSTRUCTED TO CENTRALIZE THE MANAGEMENT OF CASE RECORDS AND TO REALLOCATE CASES ACCORDING TO THE FOLLOWING GUIDELINES:

(A) FILES OF ALL UNSPONSORED CASES ARE TO BE LOGGED BY THE NAME OF THE HEAD OF HOUSEHOLD. CASE FILE SHOULD LIST, AS WELL, NAME, AGE AND SEX OF ALL HOUSEHOLD MEMBERS, JOB SKILLS OF ALL ADULTS, AND ENGLISH ABILITY. END PRO- DUCT SHOULD BE AN INDEX CARD, COMPLETED EITHER MANUALLY OR AS A COMPUTER PRINTOUT.

(B) CASES FOR WHICH VOLAGS EXPECT TO FIND A SPONSOR AND "TICKET" REFUGEE WITHIN FIVE DAYS WILL BE LEFT WITH VOLAG HANDLING THEM. ALL OTHER CASES SHOULD BE COLLECTED BY SCC FOR CENTRAL CONTROL AND REASSIGNMENT. CASES OF NEW REFUGEE ENTERING CAMP ARE TO BE ADDED TO CENTRAL CONTROL UNDER MANAGEMENT OF SCC.

(C) WHEN VOLAGCASEWORKERS WITH VERIFIED SPONSORS IN HAND APPROACH VOLAG COORDINATOR FOR ADDITIONAL CASES, COORDINATOR WILL PROVIDE THREE CASES APPROXIMATING PROSPECTIVE SPONSOR'S REQUEST. WHEN A "MASS" SPONSORSHIP IS INVOLVED, COORDINATOR SHOULD PROVIDE AN APPROPRIATELY GREATER NUMBER OF CASES TO THE CASEWORKER. CASES GIVEN TO CASEWORKER SHOULD BE LOGGED OUT OF CENTRAL FILE, AND CASEWORKER SHOULD BE INSTRUCTED TO RETURN UNPROCESSED CASES WITHIN FIVE DAYS. SPONSORSHIP OFFERS MADE TO REFUGEE, ACCEPTANCE OR REASON FOR REFUSAL, AND ANY SPECIAL CONCERNS VOICED BY REFUGEE SHOULD BE NOTED ON FILE WHEN IT IS RETURNED. ON COMPLETION OF SPONSORSHIP AND DEPARTURE OF REFUGEE FROM CAMP, CENTRAL FILE INDEX CARD SHOULD BE MARKED "CLOSED" WITH NOTATION MADE OF NAME AND ADDRESS OF SPONSOR, VOLAGE, AND ANY OTHER PERTINENT UNCLASSIFIED

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INFORMATION.

(D) VOLAGE COORDINATOR SHOULD PROVIDE "A" NUMBERS OF HEADS OF HOUSEHOLD FOR EACH CASE TO INS REPRESENTATIVE SO THAT HE CAN PURIFY INS RECORDS OF SPONSORSHIP LETTERS WHICH MAY HAVE BEEN SUBMITTED PREVIOUSLY BY VOLAG TO INS WHICH ARE NO LONGER VALID. IN TURN, INS SHOULD ADVISE VOLAG COORDINATOR OF ANY CASES WHICH HAVE ALREADY

LEFT CAMP (WHICH COORDINATOR MAY BE CARRYING AS UN-SPONSORED).

(E) WHEN A CASE-SPONSOR MATCH HAS BEEN MADE, VOLAG COORDINATOR SHOULD NOTIFY INS AND ESTABLISH A SUSPENSE FILE TO ASSURE THAT TRAVEL ARRANGEMENTS ARE COMPLETED AND REFUGEE TICKETED BY VOLAG AND SRS.

(F) CASES RETURNED TO CENTRAL FILE BY CASEWORKER BECAUSE NO MATCH WAS MADE WITH A SPONSORSHIP OFFER SHOULD BE REISSUED TO THE NEXT VOLAG WHICH COMES UP WITH A POTENTIAL SPONSORSHIP OFFER. CASES RETURNED TO CENTRAL FILE BECAUSE REFUGEE REFUSED SPONSORSHIP OFFER SHOULD BE PLACED IN A SPECIAL FILE FOR REVIEW AND COUNSELING.

3. SCC'S SHOULD TAKE STEPS TO INFORM ALL REFUGEES IN CAMP THAT THEIR REASSIGNMENT TO A DIFFERENT VOLAG WILL HAVE NO EFFECT ON THEIR RELIGIOUS AFFILIATION. VOLAGS COULD ASSIST BY CONFIRMING THIS FACT TO REFUGEE WITH WHOM THEY WORK. INGERSOLL

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